Public Sector Equality Duty Checklist

Decision / policy being made / amended / reviewed: _____

Name: _____ Date: _____

1. Have you considered whether the decision will have a **negative** impact on equality, by creating or contributing to a risk of:
   - (a) Discrimination? ☐
   - (b) Harassment? ☐
   - (c) Victimisation or any other such conduct? ☐

2. Have you considered whether the decision could have a **positive** impact on equality by:
   - (a) Eliminating unlawful discrimination, harassment or victimisation? ☐
   - (b) Advancing equality of opportunity by removing or minimising disadvantages suffered by protected groups? ☐
   - (c) Advancing equality of opportunity by taking steps to meet the needs of protected groups where they are different from the needs of other people? ☐
   - (d) Advancing equality of opportunity by encouraging people from protected groups to participate in public life or other activities where their participation is low? ☐
   - (e) Fostering good relations between people who share a protected characteristic and those who do not? ☐

3. Which elements of the PSED are most relevant to the decision *[circle all relevant]*?

   Negative: (a) (b) (c) **Positive:** (a) (b) (c) (d) (e)

4. Which protected groups may be impacted by the decision *[circle all relevant]*?

   Race *Sex* *Age* *Sexual Orientation* *Religion/Belief* *Gender reassignment*
   Disability *Pregnancy & Maternity* *Marriage/Civil Partnership (employment only)*

5. Have you considered what evidence is available and if you need more evidence to support your assessment of what PSED considerations apply? ☐

6. Have you consulted with interested groups and/or considered whether any interested groups should be consulted? ☐

7. If the decision could have a **positive** impact, have you taken steps to achieve that? ☐

8. If the decision will have a **negative** impact have you considered whether the negative impact can be remedied? ☐

9. If the negative impact cannot be remedied, have you considered:
   - (a) Whether the policy can be justified and if that justification is supported by evidence? ☐
   - (b) Whether any steps can be taken to mitigate the negative impact? ☐

10. Where appropriate, have you kept additional records of your findings in relation to the points above and any additional considerations? ☐

For more info, see: www.admin.ox.ac.uk/eop/policy/framework

PTO

Notes

You can use the space below to make notes of your findings. These might include:

- An explanation for your decision regarding positive and/or negative impact
- Any evidence you already have or need to obtain
- If you have consulted or need to consult further
- What positive steps you think could be taken and how you will implement them
- What steps need to be taken in mitigation
- What justification there may be for a negative impact
- What the next steps are, including what committees will approve any recommendations